Odyssey Steering Committee (OSC)
Meeting Minutes
Judicial Information Division
Wednesday, November 20, 2013
2:13 - 3:34 pm

Executive Subcommittee Members Present:
Judge Karen Mitchell, Chair
Tom Feilmeier
Steve Prisoc

JID Staff Present:
Trixi Bubemyre
Annie Hall

Guests Present:
Dana Cox
Deb Williamson
Rubianna Samore

Voting Members Present:
Renee Cascio
Arlene Baca(phone)
Lisa Farnum(phone)
Tobie Fouratt
Judge Richard Knowles
Oscar Arevalo
Wendy Jones
Judge Duane Castleberry
Judge Sharon Walton
Karen Janes
Madeline Garcia(phone)
Judge Sarah Singleton(video)

I. Approval of Agenda. Judge Mitchell called the meeting to order at 2:13 pm. The agenda was accepted as presented.

II. Master Schedule Summary. Tom Feilmeier reported that the go-live dates (February 28- March 3, 2014) for the Odyssey Metropolitan Court rollout is on schedule. The fourth successful data conversion was completed in November and there will be a fifth conversion in December for data integrity purposes. Browse Docket and Traffic Arraignment are still scheduled to be delivered by the end of the year and a demo will be conducted the week prior to the MOSC meeting on December 12. Staff and judge training will be conducted during the month of February.

III. Detailed Project Report.

- **Forms Committee.** Judge Mitchell reported that the Forms Committee met and examined all of the forms in red (critical to go-live) and there are only four or five out of the forty five that need some re-configuring. Judge Walton went over the forms in the supervision module. The Forms Committee will meet tomorrow afternoon and discuss which of the Supervision Module forms are needed as well as how and where they should be grouped.
- **Project Status.** Tom Feilmeier reported that Suzanne Winsor will be able to go back to work on December 2 and will be stationed at Metropolitan Court.
- **Risks and Issues.** Steve Prisoc stated that the AS400 has become increasingly more unstable and has gone down twice in recent months. There were support issues with IBM and there are no support patches or fixes. Mr. Feilmeier stated that local backups of the AS400 are being performed as a contingency plan in case of any future failure of the system. However, it was also stated that the existing AS400 backups have never been tested to actually restore the system; thus although the Metropolitan Court staff does have backup images of the AS400, these images are an untested solution at this point. Staff availability continues to be a major risk, as there are a limited number of people who are able to perform the various critical functions that must be completed, in order to go-live by February. It would be impossible at this juncture to replace staff and have them be productive in time for the projected February 2014 go-live.
- **Data Conversion.** Data conversions are proceeding as planned and the fourth conversion (including financials) covered close to twice the amount of mapping than in the previous three conversions. Approximately one hundred twenty five discrepancies were discovered and ninety five have been corrected. The overall number of mapping issues has come down with each conversion. A fifth conversion has been added in December to continue to examine the test scripts. The sixth conversion will take place in January and the seventh will be at go-live.
- **Configuration.** Mr. Feilmeier stated that configuration is ninety five percent complete and following the projected timeline for go-live.

- **Tyler Development.** There are three requests that are outstanding with Tyler for application deployments. There are no set dates of when those services will be delivered. Renee Cascio explained that the Officer Scheduling module written by Tyler for Metropolitan Court and accepted by Metropolitan Court in 2011 does not match the business process because it only checks the schedule for the lead officer on a case, and does not account for the officer witnesses who may be on said case. JID programmers are developing a workaround, as it does not appear that Tyler will have this issue corrected by go-live.
- **Metro Development.** Traffic Arraignment and Browse Docket are expected to be completed by the end of the year. Mr. Feilmeier stated that there are other risks to the project. Approximately 95% of the Community Services conversion will be completed in time for rollout. The area that will not be completed by the February go-live date is the ability of external agencies to track community service hours. A manual process is being built to enter those hours. Officer Scheduling is missing some of the necessary functionality which will not be ready in time for go-live. The developer who is in charge of maintaining the AS400 has less time to do the development projects she was previously assigned because the AS400 requires more and more support. The Supervision Module is scheduled to be included in the February go-live.
- **Bond Tracking.** Oscar Arevalo discussed bond tracking and the fact that Metropolitan Court is the only court that tracks bonds and holds the bonding agencies to their limits. The question is who will be responsible for tracking the bonds and the procedures needed to make it work throughout the state. One of the proposals from Metropolitan Court is to change the naming of that bonding company to have a prefix with Metro in front of the name of the bonding company. Judge Walton stated that the way Tyler wrote the product, it would have to be developed statewide and call the bonding companies separate by county. This would allow Tyler's product to work and Metropolitan Court to maintain the functionality for the short term. Steve Prisoc stated that the goal is when a bonding company reaches its bonding limit, Odyssey will not allow the bonding company to post any more bonds anywhere in the state. This functionality

is not yet operable. Karen Janes introduced the idea that bonding companies which are licensed by the Public Regulation Commission (PRC) would present one letter of credit to the AOC and the system would track the bond statewide and all courts would comply with the directive sent out from AOC Fiscal.

- **Test and Validation.** In the next few weeks the integration test plan will be defined and will take place the first week of January after the sixth conversion. This will offer a defined procedure for validating each one of the service functions that are in the process of being built.

- **Training.** Staff training is on schedule for four on week sessions in February at the Doubletree Inn. A number of magistrate staff will be trained to assist Metropolitan Court with their first week post go-live from March 3-7 in order to provide support to the local users. A discussion ensued concerning when the judges would receive their training. Case scheduling was the major concern. Renee Cascio offered to have Helen Miller train the judges concurrently with the staff training in February.

- **Environmental.** Windows 7 deployment is underway and 50% of the court will be on Windows 7 by go-live. The other 50% on Windows XP will not be impacted by Odyssey and those will be converted in FY15. There has been a 30% improvement in performance on applications since the Core Server 32 to 64 bit migration in November. V.13 is scheduled for release the first week of January. Mr. Feilmeier restated the concern regarding the longevity of the AS400. There is a support agreement in place with IBM, individual restorations of data have been implemented and a review of the full system is underway to gage whether a full system restoration and recovery is possible utilizing external options at a future date.

Action Item: Artie Pepin at the direction of the Supreme Court and JIFFY to address the issue of bond tracking and present a long-term solution for making sure that bond companies are inhibited from posting bonds without adequate backing.

Action Item: Tom Feilmeier to provide a preliminary JID project list and Statewide Parking Lot list to the members of OSC at the January meeting.

IV. Appellate Report. Renee Cascio reported that a multiday meeting was held with Tyler business analyst product owners concerning the significant enhancements needed for the appellate courts. Tyler is going to design a new appellate case type for five or six of the statewide implementations. The new appellate case type will not be ready, until at least the beginning of 2015. The question is whether to implement the appellate courts on Odyssey now without the appellate specific functionality. Presently Odyssey would provide document imaging, the ability to track files and the ability to use Task Manager. If the decision is to proceed with the conversion now, Tyler would convert the data from a civil case type into the new appellate case type. Steve Prisoc pointed out that FACTS has a limited life span and that it is urgent that the Court of Appeals and Supreme Court be converted to Odyssey as soon as possible. Ms. Cascio explained that moving to Odyssey without the specific appellate enhancements would still give the appellate courts a broader range of functionality then is presently available on FACTS. Ms. Cascio reported that on January 24, a pilot is going to be implemented for Record on Appeal in Bernalillo District Court.

V. Future Meetings. The next meeting will be held on January 15, 2014, 2:00 pm at the Judicial Information Division in Santa Fe.

VI. Adjourn. Judge Mitchell adjourned the meeting at 3:34 pm.